

## GUIDE FOR UST ANNUAL INSPECTION

### OFFICE:

1. Review EPS file(s) for current compliance status and past history
2. Complete File Review Checklist based on information on file
3. Collect needed forms to be used and/or provided
4. Verify permit is current

### AT THE FACILITY:

1. Permit present on site
2. Permit Application (UPCF Forms) and checklist information are current
3. Monitoring Plan, Response Plan and Plot Plan are current
4. Daily logs adequate (for pre 1991 annunciator panel installations not in supervised locations)
5. Notified Designated Operator's monthly inspection records acceptable
6. New and annual employee training performed by Designated Operator and records adequate
7. Annunciator panel(s) in approved location(s) and/or remote panel(s) located by the attendant
8. Supervisor has adequate viewing to all dispensing locations
9. Outside annunciator (if any) visible and operable with audible alarm set at maximum duration
10. Fire Extinguisher(s) present with current servicing
11. Emergency shutoff switch(es) operable with acceptable signage
12. Leak detection devices in good condition, proper location and fully operable
13. Audible and visual alarms functional and go to observed location (since 1/91)
14. Note leak detection system set-up and alarm history (get print-out, if possible)
15. Turbine or suction failsafe system shutdown when power cut to panel (since 1/91)
  - a. Exception: UST for back-up power supply systems
16. Positive shutdown of turbine (pressure system) or supply (siphon system) (since 1/91)
  - a. Exception: UST for back-up power supply systems
17. Sensor placed at lowest point of secondary containment
18. Line leak detector (pressure systems only) operable at specified leak rate
19. Mechanical floats in dispenser box (if present) set properly and operable
20. Shear valves on product piping operable and secured
21. Unused siphon piping sealed on primary and secondary
22. Secondary piping open for drainage to leak detection device
23. Secondary piping leaving under dispenser containment sealed
24. All secondary containment free of debris and liquid
25. All electrical components explosion proof for flammable and combustible liquids areas
26. Test spill containment per AFD procedure
27. Spill containment drain operable or hand-pump present
28. Grounding system attached to fill and vapor risers intact and free of contact with other components
29. Drop tube present in fill riser of flammable and combustible liquid tanks
30. Overfill device(s) operable and set properly (need 2 of these since 1/91)
  - a. Ball float set at 90% (restrict) or 95% (shutoff) of tank capacity
  - b. Fill tube flapper valve set at 95% of tank capacity
  - c. Alarm set at 90% of tank capacity with audible and visual alarm set at maximum duration
31. Signage visible from all dispensing locations
  - a. Supervised
    - i. "NO SMOKING"
    - ii. "APPROVED CONTAINERS ONLY"
    - iii. "STOP ENGINE" (flammable liquids only)
  - b. Unsupervised (see CFC, 5201.6.3)
32. Breakaway device on nozzle side of retractor on hose
33. Hose no longer than 18' and won't reach within 5' of building opening
34. Hose and nozzle in good condition and not susceptible to vehicular damage
35. Vent riser(s) in good condition and vapor dispersal unobstructed
36. Vent terminates at least 12' above ground and 18" above roof line when attached to building
37. Approved vent cap(s) at top of the vent riser(s)